

## **VOUCHER TIPS**

### **IN-COURT TIME**

This is the time you are actually talking with a judicial officer. This may be in a courtroom, in chambers, or even by telephone. While the counsel voucher lists the more common occurrences such as arraignments, motion hearings, and trial, remember that pretrial conferences, status conferences, or telephone conferences with the judge also qualify as in-court time.

In-court time may also be claimed for those occasions when counsel's presence at the courthouse is required. The rule of thumb is that if counsel is required to be here and cannot be at the office, the in-court rate will apply. If a hearing is scheduled for 9 a.m. and counsel reports for that time but the hearing does not start till 9:30 a.m., that half hour spent waiting for the proceeding may be counted as in-court time. An example of text to use regarding a delay-related claim is listed on the [sample in-court worksheet](#). If, however, counsel requests a continuance to 10 a.m. to confer with his/her client, that *is not* in-court time. What we are trying to allow is fair compensation for those occasions when court is delayed due to circumstances not of counsel's making.

Also, during trial or full-day hearings, counsel may also claim in-court time from the start of the proceeding until adjournment each day of the trial. We allow this because we know that during these times, even when the court breaks for lunch or recess, counsel typically will continue to work on the case in some fashion. Again, an example of text to use regarding a trial-related claim is listed on the [sample in-court worksheet](#).

### **OUT-OF-COURT TIME**

Time preparing vouchers cannot be claimed.

### **PARTNER/ASSOCIATE**

When appointed counsel claims time for services furnished by a partner or associate, counsel must separately identify that person.

### **EXPENSES**

Supporting documentation such as receipts or affidavits must be submitted for any expense in excess of \$50.

## **REVIEW**

Office policy requires that all vouchers be audited--checked for mathematical accuracy, inclusion of supporting documentation as required, and verification of claimed time--before the voucher is sent to the presiding judge for further review and action. A copy of the voucher and supporting material should be kept by counsel in the event the deputy who audits the voucher has any questions that can be resolved over the telephone.

## **IN GENERAL**

DO NOT list more detail than necessary on the front of the voucher. Details should be restricted to the supporting material which is not a part of the public record. See Public Disclosure of Payment Information.

“Replacement” counsel: If you, for whatever reason, had to withdraw and were replaced by another panel attorney, regulations require that we hold that first voucher (yours) until the end of the case as the maximum applies per case/per defendant, not per attorney, so your amount factors into the total claim. We will send a letter to remind you that we have to hold the voucher and offer you the opportunity to file a motion for early payment.